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Chief, Management Staff

23 July 1957

Chief, Records Management Staff

Weekly Report - Week Ending 17 July 1957

1. Contributions

a. Tangible

(1) Cancelled a requisition for special filing equipment resulting in a new savings of $440.

(2) Completed a proposal for a Shelf Filing Installation in [redacted] in collaboration with [redacted] The benefits from this installation are described in the weekly report of July 17 for the Business Machines Service. 25X1 25X1

(3) Completed 11 new and revised forms and eliminated 4 old forms. Significant forms activities are represented by the following:

(a) Completed a new form "Project Production List to provide for paper savings of 50 per cent from the size as desired by the requester, FI/RQM.

(b) Redesigned "Request for Staff Cryptographic Training" form to provide for a reduction from 2 pages to 1 page.

(c) Returned 2 requisitions for special type folders and suggested the use of standard supplies available in the stock room.

(d) The Records Center received 370 cubic feet of inactive records and destroyed 50 cubic feet.

(e) Disapproved a requisition for the printing of 500 copies of a 7 page "Booklet Type" form for the Medical Office because it appeared to be a duplication of the same item printed earlier this year.

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b. Intangible

(1) Completed the evaluation of 2 Employee Suggestions. Both were rejected because they did not appear to contribute any substantial benefits.

2. Assignments - (Active)

a. Review of Record Control Schedule, Office of Personnel.

b. Review of Filing System, Suggestion Awards Staff.

c. Use of Shelf Filing - Biographic Register.

d. 18 new and revised forms in process.

e. Installation of Subject Numeric System, Casualty Affairs Branch/OP.

f. Review of Vital Personnel Records.

g. Review of requisitions for filing equipment.

h. Preparation of pamphlet, "Do You Have a Space Problem" - arranged for photographic and art work to be done.

i. Records Disposition Survey, Commercial Staff.

3. Assignments - (Inactive)

a. Review of Records Control Schedule, DDP.

b. Use of Shelf Filing - Industrial Register, Logistics and Security.

4. News

25X1 a. Messrs [redacted] completed a 4 weeks course conducted by American University on the preservation and Administration of Archives.

25X1 b. [redacted] and I visited Mr. Humphrey, Records Officer of the General Accounts Office to solve certain problems with respect to disposition of financial records.

c. The Office of Personnel has advised us that they have discontinued their Bi-Weekly Activity reporting and will use, instead, special memoranda or staff meetings to accomplish the same objectives. In addition, they have advised us that they have changed the frequency of 7 of their reports.

25X1 [redacted]

25X1 Dgt/R/RMS/[redacted]:fjm (23 July 57)

25X1 [redacted]

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